



**Government Acquisition
Through
Electronic Commerce
(GATEC) V2.4
Buyer User's Guide**

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SECTION 1 Introduction

The purpose of this User's Guide is to provide the necessary information to permit a user to successfully use the GATEC application. This document assumes that the PC-based software has been correctly installed on each Buyer's PC, that the GATEC software has been correctly installed on the Site Hub and that the necessary network connectivity between each buyer's PC and the Site Hub has been established. [For details on the installation process, consult the *GATEC System Operator's Guide*.]

1.1 Identification

This User's Guide supports release 2.4 of the GATEC application. The GATEC application was developed for the Wright-Patterson Aeronautical Systems Center, US Air Force, by staff of the Technology Information Systems Program (TISP) at the Lawrence Livermore National Laboratory (LLNL), operated by the University of California for the Department of Energy.

1.2 Project Overview

Lawrence Livermore National Laboratory (LLNL), working in close conjunction with the Operational and Central Support Contracting Division at Wright-Patterson AFB, has developed an electronic contracting system for use by Government agencies. GATEC uses EDI technology (ANSI X12 transactions enveloped in *smtp* email) to send Request for Quotes (RFQs) to vendors, receive Quotes from vendors and to transmit Awards and Award Summary information back to vendors. The flow of information goes from existing standard procurement systems through a local on-site computer for translation, then over the Internet to the LLNL-VAN communication hub computer for passing on to multiple Value Added Networks (VANs) and then on to vendors. The return routing is reversed. GATEC uses ANSI X12 standards and connects to VANs using either *smtp* or X400 enveloping

standards. At the time of award, the pertinent award summary information is emailed to the VANs for public dissemination.

GATEC has reduced procurement lead-time, increased competition (resulting in lower item costs), and improved buyer efficiency. Vendors gain access to more government requirements and have greater opportunities to compete for increased business. It is a part of the larger Electronic Commerce (EC) concept that envisions encompassing the entire business cycle from identification of a requirement through the procurement cycle and through the receiving/invoice/payment processes all electronically. The pilot has been operational since October 1992 and has documented the process improvements indicated. Refinements to the system are being made and it is ready to be exported to other sites. Further enhancements are planned in phases and include contract administration, small dollar service procurements, user access to an item description database and inclusion of large dollar solicitations, specifications and contracts. The modular development of GATEC allows the vast majority of the system to work with other agency systems with minimal software development needed. It is the only DoD EDI system designed to use national commercial standards, multiple value added networks, communicate all solicitation and award actions, and work with multiple standard procurement systems, thereby allowing "one face to industry".

Initial results indicate the exciting possibilities of this system. To date, GATEC use has resulted in a documented significant reduction in processing time and an increase in productivity. There are both direct and indirect savings resulting from the use of EDI. These process improvements and savings accrue for all parties involved. It is important to note that this is only one area of the business cycle where EDI and Electronic Commerce (EC) can provide benefits. GATEC is helping to make the vendor base EDI-capable. The use of commercially accepted standards and off the shelf equipment with VAN provided software allows them to use the same methods to communicate with their other trading partners. The Government Acquisition Through Electronic Commerce (GATEC) project is the first procurement project to implement an end-to-end solution for the Procurement function. The GATEC Project, jointly executed by Wright-Patterson and LLNL, is an important first step towards solving the labor-intensive procurement function of issuing RFQs, gathering quotations and making awards.

The overall goal of the GATEC project is to implement the functional capabilities needed to move government commodity procurement functions to electronic commerce. The specific first year goal was to develop ASC Wright-Patterson into the pilot site

for electronic procurement using the Base Contracting Automated System (BCAS) procurement system.

1.3 GATEC Operations Overview

The system operates by taking solicitations from BCAS, converting them to RFQs (ANSI X12 840) and electronically mailing them to the VANs (via the Hub) for transmittal to their vendors. The vendors may choose to provide quotes (ANSI X12 843) electronically which are then electronically mailed (again via the Hub) back to GATEC, where they are gathered into a database. When the Quote period ends (generally 7 days) a buyer displays and reviews the Quotes on a PC and selects the awardee. GATEC then uploads this information to BCAS. GATEC then issues an award, which is processed (into a ANSI X12 850) and emailed to the winning vendor. GATEC also issues a Public Award Notice (ANSI X12 836) to all VANs, so that this information can be made available to all vendors.

1.4 Document Overview

This Buyer User's Guide was written for Release 2.4 of the LLNL EC/EDI GATEC application. It explains how to access and use the GATEC application to review, edit, release, redirect and amend RFQs, receive and review Quotes, make Awards and exchange email messages.

The user interface to the GATEC application runs on DOS machines running Microsoft Windows Release 3.1.

1.4.1 Document Organization

Throughout this guide representative examples have been included to guide the novice user in using GATEC features. The GATEC User's Guide is made up of the following sections:

- The Table of Contents provides a detailed outline of this guide.
- The Introduction describes the GATEC project, this guide and the conventions used.
- The Application section describes how to review, edit, release, redirect and amend RFQ's, review quotes, make awards and exchange email messages.
- The Procedures, Terms and Conditions section describes the Electronic Commerce terms and conditions to which vendors doing business with GATEC must agree.
- Appendix A provides a GATEC Problem Report form.
- Appendix B lists the acceptable units of issue.
- Appendix C lists the FSC to SIC code mapping.

1.4.2 Document Conventions

The following conventions are used throughout this guide:

- | | |
|-----------------|--|
| Boldface | Used to highlight commands and prompts. It indicates the exact command or text to be entered. |
| <i>Italics</i> | Used to highlight important messages and parts of a command line that must be replaced with something. For example, <i>msgs</i> would be replaced with a message number. |
| Courier | Used to provide examples of screen displays on your terminal. These examples are usually enclosed in a box. |

ENTER	Press the ENTER key. This key may be labeled Enter, Carriage Return, Return, or shown as a down and left arrow on your keyboard.
CTRL-d	Press the CTRL key, hold it down and then press the d key. This key may be labeled CNTL or Control. Other characters may also be used in place of d.
ESC	Press the ESCAPE key. This key may be labeled Esc, ESC, ESCAPE or Escape.
BKSP	Press the BACKSPACE key.
SHIFT-d	Press the SHIFT key, hold it down and then press the d key. Other characters may also be used in place of d.

1.5 Submitting Error Reports

If you suspect that you have encountered an error, first contact your Lead Buyer for assistance. Many times, what appears to be an error is merely a misunderstanding in how the software operates. If your Lead Buyer confirms that it appears that an error has occurred, then try to categorize that error by experimenting with the software.

Errors can be separated into four sources; User error, GATEC software error, PC hardware or Local Area Network (LAN) failure, or Site Hub hardware failure.

User errors occur when an incorrect data value is entered into a field on a form. Typically, user errors should not cause the software to crash - if it does, then an Error Report Form (Appendix C) should be filled out and submitted.

Although extensive testing should have located (and fixed) all of the possible GATEC software errors, it is possible that some software errors have slipped through and still exist. One way to tell whether or not an observed error is a software error is to repeat the exact same operation. Generally, software behaves exactly the same time after time, and thus the same error will occur if the same steps were followed. GATEC software errors should also be reported using the Error Report Form.

A PC or network failure error can usually be determined by a complete crash. Sometimes, the GATEC application will simply

disappear from the screen and the windows will close. Sometimes, the application will "hang" (a command is given but nothing happens) and the hourglass will just stay there endlessly. For this type of failure, contact your local system administrator.

A Site Hub failure will usually affect more than a single user. For this type of failure, contact your local system administrator.

SECTION 2 Access

The following software must be installed on your DOS machine to use the GATEC application:

Microsoft Windows Release 3.1

GATEC User Interface Release 2.4

The access method to the GATEC application depends on the local configuration for your DOS machine. Microsoft Windows may be automatically started or you may need to enter **win** at the DOS prompt.

2.1 Program Manager Window

Microsoft Windows will open a window that displays a variety of icons similar to the illustration below. Each icon allows you to access a specific application. The GATEC icon should appear on your screen.

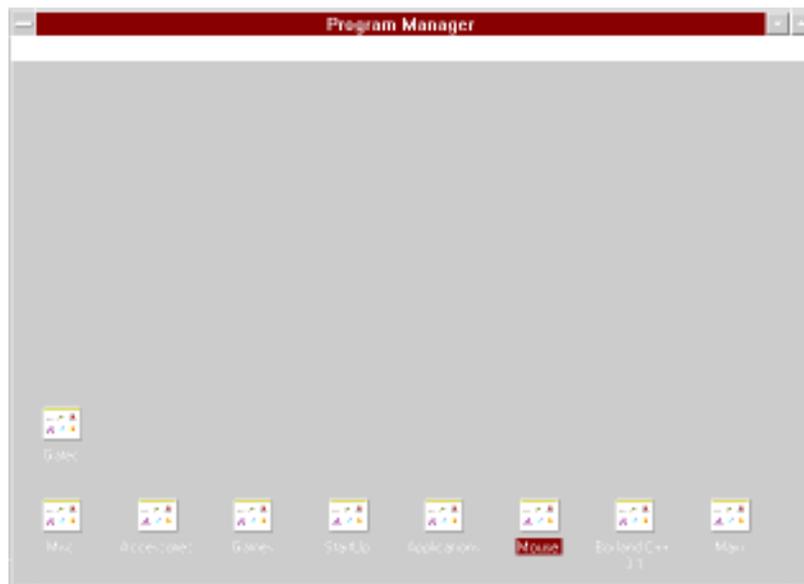


Figure 2.1.1 Example of the Microsoft Windows Program Manager window

You quit Windows by selecting the **Exit** option listed on the File pull-down menu.

SECTION 3 GATEC Application

A window similar to this is displayed by selecting the GATEC icon.

There are two options available:

Buyer Workload - displays the Buyer Workload form

Setup - displays the Setup form

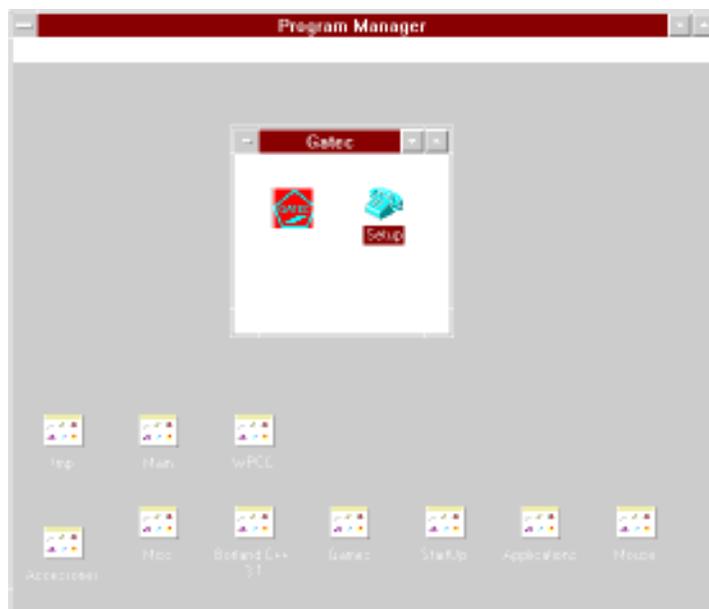


Figure 3.0.1 Selecting GATEC icon from Program Manager window

3.1 The Setup Form

The Setup form is used to select the communication settings to the Site IGP. The **Defaults** button displays the default settings, the **Save** button allows you to set and save individual settings, the **Cancel** button returns you to the previous screen without saving changes, and the **Done** button saves changes and uses the current settings.

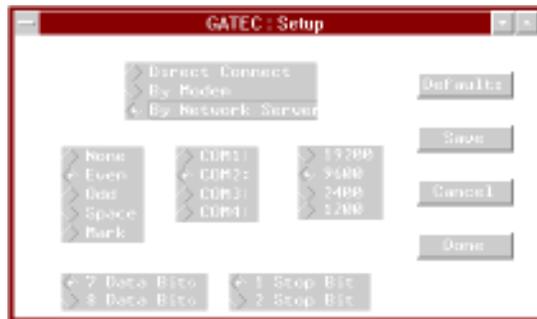


Figure 3.1.1 Example of the Setup form

To select a setting, point the mouse cursor at it and click it once. After selecting and saving the settings, this form will only be needed if there are changes in your system configuration.

Connection Type - depends on your site configuration

Parity - depends on Site IGP serial configuration

Port - depends on your machine

Speed - depends on Site IGP serial configuration

Data Bit(s) - depends on Site IGP serial configuration

Stop Bit(s) - depends on Site IGP serial configuration

3.2 Buyer Workload

The Buyer Workload form allows the buyers to see a summary of unissued and issued Requests for Quotation (RFQs) by their status. The first seven buttons (selected by clicking the mouse), represent the status types for the RFQs.



Figure 3.2.1 Example of Buyer Workload form

[Review RFQ] - displays the Review RFQ form for reviewing/editing the current RFQ

[Find RFQ] - displays the Search RFQ form to select an RFQ for review

[Load More RFQs] - adds the next ten RFQs to the display area

[View Messages] - displays the View Messages form to view messages attached to RFQs

[Quit workload] - exits the GATEC application

3.2.1 Buyer Workload - Unread Messages

This example displays a listing of RFQs that have unread messages (select the Unread button from the Buyer Workload form).



Figure 3.2.1.1 Example of View Messages form

RFQs that have multiple unread messages will be displayed more than once in this listing. For example, if the RFQ is listed three times, this indicates that it has three unread messages.

To display an index of these messages for an RFQ, highlight the RFQ and select View Messages. To read the message, highlight the index entry.

3.2.2 Buyer Workload - View Messages

This form is displayed by selecting the View Messages button on the Buyer Workload form. It displays an index of messages for the current RFQ.

To read a messages, highlight the index entry.

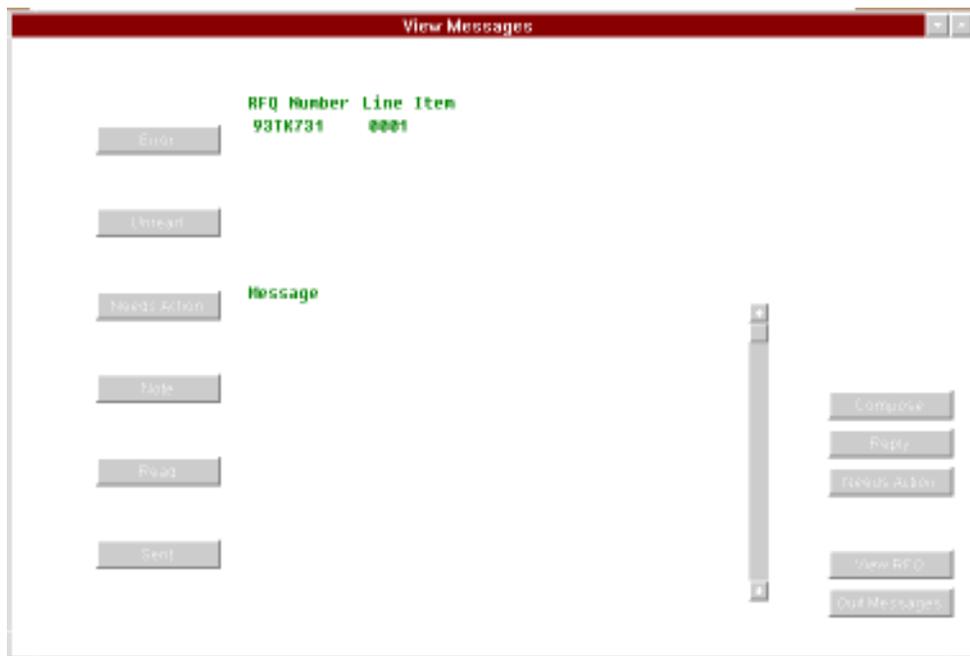


Figure 3.2.2.1 Example of Unread Messages Listing

[Compose] - displays the Compose Messages form

[Reply] - displays the Reply Messages form; same as compose except the CAGE code is filled in

[Needs Action] - files the current message in the Needs Action category

[View RFQ] - displays the Review RFQ form

[Quit Messages] - quits and returns to the Buyer Workload form

3.2.3 Buyer Workload - Awarded RFQs

This form is accessed by selecting the Awarded button on the Buyer Workload form. It displays RFQs that have already been awarded.

Review Quotes

RFQ Number	Line Item	Requisition Number	FSC	Suffix	Priority
93TK243	0004	FB230031590130	3020	04	07

Stock Number	Estimated Price	Quantity	U/I	Extended Price
3020P8450219001	20.67	3	EA	62.01

Item Description

Amended

Procurement History

Vendor	Unit Price	Extended	Variation	Payment	Flags
P10073	0.9200	2.76			CV

A > \$ 2,500	B > \$25,000	D Debarred Vendor
E Expired Contract	F FPI/Sheltered Workshop	G GSA/FSS
L Large Business	H Text Message (N/A)	M Note From Vendor
O Other/Alternate Bid	P Prior to Amendment	Q Quantity Change
R Requirement Contract	T Tied Quote	U > Estimated Price
V Vendor Data Available	W Walsh-Healey (N/A)	X Change in ADD

Buttons: Review RFQ, Hold RFQ, Redirect RFQ, Review Quote, Add Quote, View Award, View Messages, Quit Prices

Figure 3.2.3.1 Example of Review Quotes form displaying awarded RFQs

To see a summary of the bids received on an RFQ, select the Review Quote button. The awarded bid will be highlighted.

The award can be viewed by selecting the View Award button.

3.3 Find RFQ

This form is accessed from the Buyer Workload form by selecting the Find RFQ button. It allows the buyer to select an RFQ for review by entering the RFQ number and line item.



Figure 3.3.1 Example of Find RFQ form

[Cancel Find] - cancel the search and return to the Buyer Workload form

[Find RFQ] - selects the RFQ and displays the Review RFQ form

3.4 Review RFQ

The Review RFQ form allows a buyer to review and edit RFQs.

A buyer can decide if the RFQ will remain in the GATEC system, or if it needs to be redirected because of an error that can't be fixed by the buyer using the Redirect RFQ button.

The screenshot shows a window titled "Review RFQ" with the following data and controls:

RFQ Number	Line Item	Requisition Number	Priority	Stock Number
93TK243	0004	FB230031590130	07	3020P8450219001

Suffix: 04
Description: [empty]

RFQ Date: 07 JUL 93
Estimated Price: 20.67
Extended Price: 62.01

Ship To ZIP: 454035501

Buttons: Issue RFQ, Redirect RFQ, Hold RFQ, More Info, View Message, Out Review

Additional text: Anended, Addressees

Figure 3.4.1 Example of the Review RFQ form

This form displays the Upload Changes box with a check. This indicates that the Item Description, Manufacturer, and Part Number will be uploaded to BCAS when the RFQ is issued.

Note: Use the TAB key or mouse to move between fields and the ENTER key to add a new line to multiple line fields.

3.4.1 Buttons for All Categories

The following buttons are available on the Review RFQ form for all categories (e.g. Open, Closed, etc.) of RFQs:

[More Info] - switches between forms of additional information for the current RFQ

[View Messages] - display the View Messages form to view messages attached to RFQs

[Redirect RFQ] - displays the Redirected RFQ form

[Quit Review] - save any changes made and returns to the Buyer Workload form

3.4.2 Buttons for Specific Categories

These buttons are used in different combinations on the Review RFQ form for specific categories:

[Amend RFQ] - allows buyers to amend Open or Open Held RFQs; amended RFQs are sent to the BCAS system

[Hold RFQ] - displays the Hold RFQ form for placing Issued, Opened or Closed RFQs on hold

[Issue RFQ] - issues the Unissued RFQ

[Add Quote] - allows the buyer to manually add a quote for Closed RFQs

[Review Quotes] - displays the Review Quotes form for Closed RFQs

3.4.3 Review RFQ - Item Description

The Item Description field on the Review RFQ form must be filled out in the following format:

Item description

COLOR: color name or number

MFR: manufacturer's name

P/N: manufacturer's part number

The screenshot shows a window titled "Review RFQ" with the following data:

RFQ Number	Line Item	Requisition Number	Priority	Stock Number
93TK243	0004	FB230031590130	07	3020P8450219001

Suffix	Suffix Description
04	

RFQ Date	Estimated Price	Extended Price
07 JUL 93	20.67	62.01

Shipped

Ship To ZIP
454335501

Addressees

Buttons: Issue RFQ, Revised RFQ, Hold RFQ, More Info, New Messages, Exit Review

Figure 3.4.3.1 Example of Review RFQ form - Item Description field

3.4.4 Review RFQ - More Info

This form displays additional information for an RFQ. This form is the same for all status types except the buttons change.

The screenshot shows a window titled "Review RFQ" with a red header bar. The main content area displays the following information:

RFQ Number	Line Item	Requisition Number	Priority	Stock Number
93TK243	0004	FB230021590130	07	3020P8450219001

Below this is a section for "Suffix" and "Suffix Description":

Suffix	Suffix Description
04	

Next is a section for "Fund Code", "SRAN", "Project Code", "BSP", "BN/SS", and "DPAS":

Fund Code	SRAN	Project Code	BSP	BN/SS	DPAS
6C	FB2300		G1R		N/A

Then a section for "Requestor Name", "Requestor Phone", "Requestor Source", and "Project Title":

Requestor Name	Requestor Phone	Requestor Source	Project Title
N/A	N/A		

Below that is a section for "Procurement History" with a scrollable list.

Then a section for "Items/Unit", "Inner Pack Size", "U/I Package Type", "Weight Type", and "Weight":

Items/Unit	Inner Pack Size	U/I Package Type	Weight Type	Weight

Finally, a section for "U/I Gross Volume Per Pack", "U/I Length", "Width", "Height", and "U/I":

U/I Gross Volume Per Pack	U/I Length	Width	Height	U/I

On the right side of the form, there are several buttons: "Issue RFQ", "Print RFQ", "Hold RFQ", "Mark All", "New Message", and "Out Review".

Figure 3.4.4.1 Example of More Info form

3.5 View Messages

This form allows the buyer to exchange messages with vendors. The buyer can read messages, respond to a message, compose a message for sending, attach a note, or file messages that require further action.

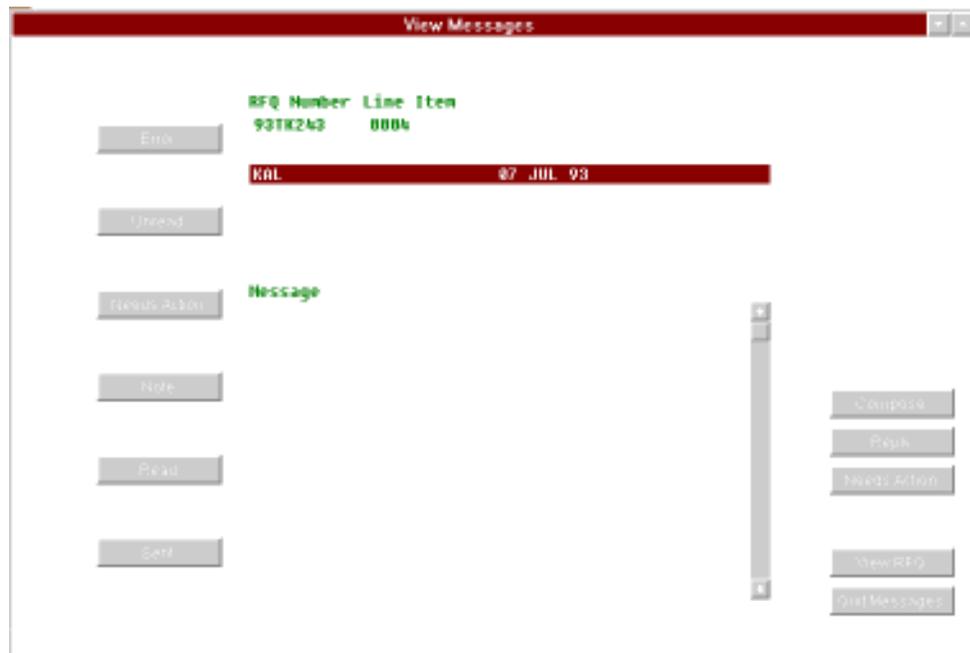


Figure 3.5.1 Example of View Messages form

Messages are divided into the following categories:

Error - error messages

Unread - unread messages; this category is displayed by default

Needs Action - these messages require further action and appear in the workload summary

Note - a note attached to the RFQ history

Read - messages that have been read

Sent - copies of messages the buyer has sent

The following buttons are available from the View Messages form:

[Compose] - displays the Compose Message form for composing a message or adding a note

[Reply] - displays the Reply Message form with the vendor CAGE code filled in

[Needs Action] - files the current message in the Needs Action category

[View RFQ] - displays the Review RFQ form

[Quit Message] - saves any changes made and returns to the previous form

3.5.1 Composing Messages

This form is accessed from the View Messages form.

It allows the buyer to compose a message for sending or add a note.

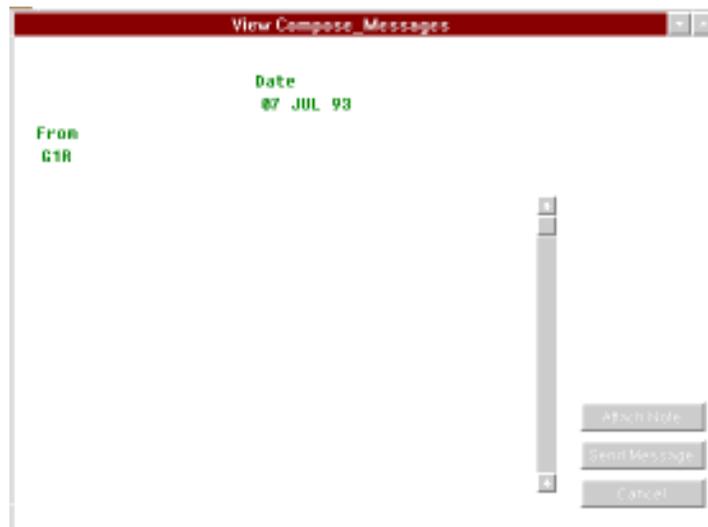
The image shows a screenshot of a software window titled "View Compose Messages". The window has a red title bar. Inside, the text "Date" is displayed in green, with "07 JUL 93" below it. To the left, the text "From" is displayed in green, with "GTR" below it. On the right side of the window, there is a vertical scrollbar. At the bottom right, there are three buttons: "Attach Note", "Send Message", and "Cancel".

Figure 3.5.1.1 Example of View Compose_Messages form

The RFQ Number, Line Item, Date and From fields are automatically filled in. The Date field uses the current date and the From field uses the buyer login id.

If this is an outgoing message, the To field must be filled in with a CAGE Code AND the Subject field must be filled in. If this is a note, the CAGE Code and the Subject fields are optional.

[Attach Note] - attach note to RFQ and return to View Messages form

[Send Message] - send message and return to View Messages form

[Cancel] - cancel this action and return to View Messages form

3.6 Amending RFQs

This form is displayed by selecting the Amend RFQ button from the Review RFQ form.

3.6.1 Amending an RFQ

This form allows the buyer to amend an RFQ.

The screenshot shows a window titled "Review RFQ" with the following data:

RFQ Number	Line Item	Requisition Number	Priority	Stock Number
93TR618	0001	FB230031730033	13	6640P14-511-69

Below the table, there is a section for "Suffix" and "Description":

Suffix	Description
41	

Summary information:

RFQ Date	Estimated Price	Extended Price
07 JUL 93	123.50	123.50

Other fields include "Ship To ZIP" (454035501) and "Amended" status. On the right side, there are buttons for "Confirm Amend", "Cancel Amend", "More Info", and "View Messages".

Figure 3.6.1.1 Example of selecting Amend RFQ button from the Review RFQ form

The buyer can edit the following fields: Quantity, Unit of Issue, Response Date, Delivery Date, Manufacturer, and Part Number.

[Confirm Amend] - saves changes (sends out an X12 840 cancellation for the old RFQ and issues a new 840) and returns to the Review RFQ form

[Cancel Amend] - changes are not saved; returns to Review RFQ form

[More Info] - displays additional information for this RFQ

[View Messages] - displays the View Messages form

3.6.2 Review an Amended RFQ

The Review RFQ form will indicate if the RFQ has been amended by checking the Amended box.

The screenshot shows a window titled "Review RFQ" with a green header bar. The main content area displays the following information:

RFQ Number	Line Item	Requisition Number	Priority	Stock Number
93TR618	0001	FB230031730033	13	6640P14-511-69

Below this, there are fields for FSC (6640), Suffix (41), and Description. A vertical scroll bar is visible to the right of the description field.

RFQ Date	Estimated Price	Quantity	U/I	Extended Price
07 JUL 93	123.50	1	CS	123.50

Below this, there are fields for SIC, Response Date (07 JUL 93), Delivery Date (27 JUL 93), and a checked "Amended" box.

Ship To ZIP	Manufacturer	Part Number	Addressee
454335501	FISHER SCI	14-511-69	

At the bottom, there are fields for "Additional Clauses: Paperwork Required" and "Receive Paperwork".

On the right side of the form, there are several buttons: "Amend RFQ", "Request RFQ", "Cancel RFQ", "Add Quote", "More Info", "New Message", and "Out Review".

Figure 3.6.2.1 Example of Review RFQ form with checked Amended box

3.7 Hold RFQ

This form is accessed from the Review RFQ form.

It allows the buyer to place an RFQ on hold. A hold period must be specified by entering a date. A reason for the hold is selected.



RFQ Number	Line Item
93TK243	0004

Cancel Hold
Commit Hold

Figure 3.7.1 Example of Hold RFQ form

[Cancel Hold] - do not place the RFQ on hold; return to the Review RFQ form

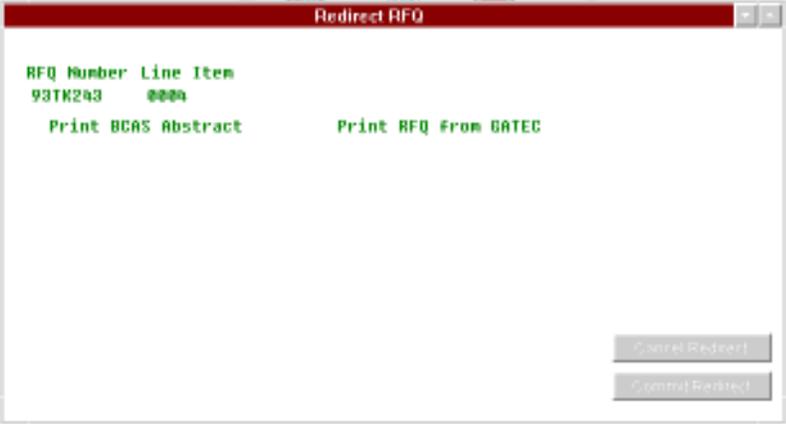
[Commit Hold] - place the RFQ on hold and return to the Review RFQ form

3.8 Redirect RFQ

This form is accessed from the Review RFQ form.

It allows the buyer to redirect an RFQ to a manual buy. A reason for the redirect must be selected before the RFQ is removed from the buyer workload.

The BCAS system is not notified of this change so the buyer must process this RFQ manually.



```
Redirect RFQ
RFQ Number Line Item
93TK243 0004
Print BCAS Abstract      Print RFQ from GATEC
Cancel Redirect
Commit Redirect
```

Figure 3.8.1 Example of Redirect RFQ form

[Cancel Redirect] - do not redirect the RFQ; return to the Review RFQ form

[Commit Redirect] - redirect the RFQ and return to the Review RFQ form

3.9 Review Quotes

The form is accessed from the Buyer Workload form for closed RFQs. This form allows the buyer to review and compare quotes from the vendors. It displays the summary information for the solicitation.

The screenshot shows a window titled "Review Quotes" with a table of quote data. The table has columns for RFQ Number, Line Item, Requisition Number, FSC, Suffix, Priority, Stock Number, Estimated Price, Quantity, U/I, and Extended Price. The first row shows RFQ Number 93TR243, Line Item 0004, Requisition Number FB230031590130, FSC 3020, Suffix 04, Priority 07, Stock Number 3020P8450219001, Estimated Price 20.67, Quantity 3, U/I EA, and Extended Price 62.01. Below the table is a section for "Item Description" and "Procurement History". A legend at the bottom left lists various codes and their meanings, such as A > \$ 2,500, B > \$25,000, D Debarred Vendor, etc. On the right side, there are several buttons: Review RFQ, Hold RFQ, Rejected RFQ, Review Quote, Add Quote, Make Award, View Messages, and End Review.

RFQ Number	Line Item	Requisition Number	FSC	Suffix	Priority	Stock Number	Estimated Price	Quantity	U/I	Extended Price
93TR243	0004	FB230031590130	3020	04	07	3020P8450219001	20.67	3	EA	62.01

Item Description

Procurement History

PT0073 0.9200 2.76 00

A > \$ 2,500
E Expired Contract
L Large Business
O Other/Alternate Bid
R Requirement Contract
U Vendor Data Available

B > \$25,000
F FPI/Sheltered Workshop
H Text Message (N/A)
P Prior to Amendment
T Tied Quote
V Walsh-Healey (N/A)

D Debarred Vendor
C GSA/FSS
H Note from Vendor
Q Quantity Change
W > Estimated Price
X Change in RDB

Review RFQ
Hold RFQ
Rejected RFQ
Review Quote
Add Quote
Make Award
View Messages
End Review

Figure 3.9.1 Example of Review Quotes form

In this example all the vendor CAGE codes for each quote are the same. Normally, one quote per vendor will be displayed.

This example illustrates the following:

- the second vendor shows a discount of 5% for their quote
- the third vendor uses the GSA schedule
- the fourth vendor has a note attached to the quote
- the fifth vendor has sent in an alternate bid for this quote

The following buttons are available on the Review Quotes form:

[Review RFQ] - displays the Review RFQ form

[Hold RFQ] - displays the Hold RFQ form

[Redirect RFQ] - displays the Redirect RFQ form

[Review Quote] - displays the Review Quote form

[Add Quote] - displays the Add Quote form

[Make Award] - displays the Make Award form

[View Messages] - displays the View Messages form

[Quit Review] - quit the review and return to the Buyer Workload form

3.9.1 Review Quotes - Amended RFQs

This example of the Review Quotes from shows quotes that were received before the RFQ was amended.

The screenshot shows a window titled "Review Quotes" with the following data:

RFQ Number	Line Item	Requisition Number	FSC	Suffix	Priority
93TR618	0001	FB230021730033	6640	41	13

Stock Number	Estimated Price	Quantity	U/I	Extended Price
6640P14-511-69	123.50	1	CS	123.50

Item Description

Amended

Procurement History

PT0073	0.0100	0.01	PTU
--------	--------	------	-----

Legend:

A > \$ 2,500	B > \$25,000	D Debarred Vendor
E Expired Contract	F FPI/Sheltered Workshop	G GSA/FSS
L Large Business	H Text Message (N/A)	N Note From Vendor
O Other/Alternate Bid	P Prior to Amendment	Q Quantity Change
R Requirement Contract	T Tied Quote	U > Estimated Price
V Vendor Data Available	W Walsh-Healey (N/A)	X Change in ROP

Buttons on the right: Review RFQ, Hold RFQ, Redirect RFQ, Review Quote, Add Quote, Make Award, View Messages, Quit Review.

Figure 3.9.1.1 Example of Review Quotes form with bids received before RFQ was amended.

3.10 Review Quote

This form is accessed from the Review Quotes form. It allows the buyer to review any quote from the selected vendor.

The screenshot shows a window titled "Review Quote" with the following data:

RFQ Number	Line Item	Stock Number	Estimated Price	FSC	SIC
93TR243	0004	3020P8450219001	20.67		7510

RFQ Item Description

Vendor Cage Code: TNPT0073
Quote Effective: 07 JUL 93
Quote Expires: 29 JUL 93
Vendor Name: LLMLTESTVENDOR

Unit Price	Quantity	U/I	Extended Price	Delivery Date
0.9200	3	EA	2.76	29 JUL 93

Payment Percent: 00
Days: 00
Net: 00
Variation: 00
FOB: 00
Flags: 00

Quote Item Description

Reqs Contract No.

Buttons on the right: Vendor Info, Make Award, View Messages, Compose Message, Quit Review.

Figure 3.10.1 Example of Review Quote form

[Vendor Info] - not available for this release

[Make Award] - displays the Make Award form

[View Messages] - displays the View Messages form

[Compose Messages] - displays the Compose Messages form

[Quit Review] - quits this form and returns to the Review Quotes form

3.10.1 Review Quote - Vendor Note

This form displays an example of a quote that has notes from the vendor.

The screenshot shows a window titled "Review Quote" with a red header bar. The main content area displays a quote summary and details in a monospaced font. The quote details include:

RFQ Number	Line Item	Stock Number	Estimated Price	FSC	SIC
93TK243	0004	3020P8450219001	20.67		7510

RFQ Item Description

Vendor Cage Code: THPT0073
Quote Effective: 07 JUL 93
Quote Expires: 29 JUL 93
Vendor Name: LLLHTESTVENDOR

Unit Price	Quantity	U/I	Extended Price	Delivery Date
6.9300	3	EA	2.79	29 JUL 93

Payment Percent: 0
Days: 0
Net: 0
Variation: 0
FOB: 0
Flags: 0

Quote Item Description

Reqs Contract No.

On the right side of the form, there are several buttons: "Vendor Info", "Make Award", "View Messages", "Compose Message", and "Quit Review". There are also three small square buttons (1, 2, 3) and three larger square buttons (4, 5, 6) arranged vertically.

Figure 3.10.1.1 Example of Review Quote form showing a quote with vendor notes

3.11 Add Quote

This form is accessed by selecting the Add Quote button on the Review RFQ form for open RFQs. This form allows the buyer to manually add a quote.

The screenshot shows a window titled "Add Quote". Inside the window, there is a table with two columns: "RFQ Number" and "Line Item". The first row of the table contains the values "93TR243" and "0004". Below the table, there are two labels: "Extended Price" and "Variation". At the bottom right of the window, there are two buttons: "Add Quote" and "Cancel Add".

Figure 3.11.1 Example of Add Quote form

[Add Quote] - adds the quote and returns to the Review RFQ form

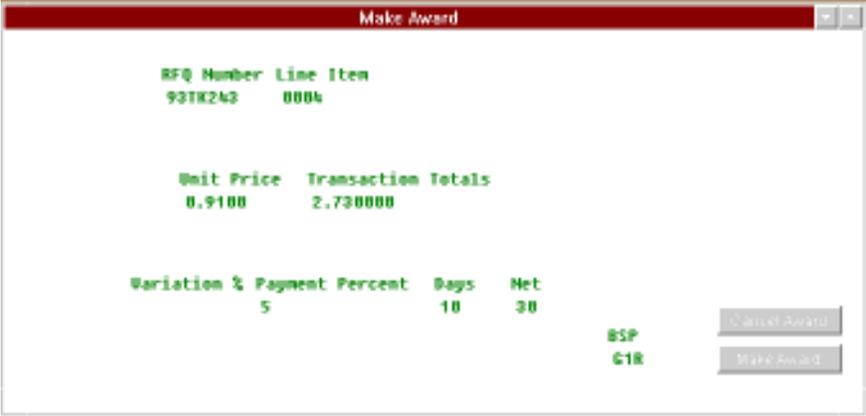
[Cancel Add] - does not add the quote and returns to the Review RFQ form

3.12 Make Award

This form is accessed from the Review Quote form. This form allows the buyer to make an award by choosing the low quoter in GATEC.

3.12.1 Make Award - Discount Terms

This example shows a bid with discount terms.



The screenshot shows a window titled "Make Award" with the following data:

RFQ Number	Line Item
93TR243	0004

Unit Price	Transaction Totals
0.9100	2.730000

Variation %	Payment Percent	Days	Net
5		10	30

Buttons:

RFQ: 85P
GIR

Figure 3.12.1.1 Example of Make Award form (bid with discount terms)

[Cancel Award] - cancel the award and return to the Review Quote form

[Make Award] - commit the award (generates the X12 850 award and the X12 836 award summary transactions) and send information to legacy system for processing.

If the award is to a large business, the Award to Large Business form will be displayed for additional input (see section 3.12.3). If the order statements selected are non-standard, the Order Statements form will be displayed (see section 3.12.4).

3.12.2 Make Award - GSA

This example shows a bid that uses the GSA schedule. It also shows the standard order statements for GSA.

The screenshot shows a 'Make Award' form with the following fields and values:

Award Number	RFQ Number	Line Item	Contract	Date
93F1004	93TK243	0004	G123456789	07 JUL 93

Order Statements: IN SI Acknowledgement

Quantity	U/I	Unit Price	Transaction Totals	Delivery Date
3	EA	0.9200	2.760000	29 JUL 93

Awardees Name: LLNLTESTVENDOR BCAS Vendor Code: []

FOB Point: D Variation %: [] Payment Percent: [] Days: [] Net: [] DO Rating: c9e

Negotiation Authority: INTG Competition Code: V Confirm With: [] BSP: G1R

Award buttons: Cancel Award, Make Award

Figure 3.12.2.1 Example of Make Award form (bid using GSA schedule)

The order statements and the negotiation authority are adjusted automatically by the system for GSA terms.

3.12.3 Award to Large Business

This form is used to select the reason for dissolution when making an award to a large business.



RFQ Number	Line Item
93TR618	0001

Cancel Award
Commit Award

Figure 3.12.3.1 Example of Award to Large Business form

[Cancel Award] - cancel the award and return to the Review Quote form

[Commit Award] - display the Order Statements form

3.12.4 Make Awards - Order Statements

When non-standard order statements have been selected for a GSA or non-GSA award, the text of the order statement selected will appear for review/edit and be included in the X12 850 transaction.

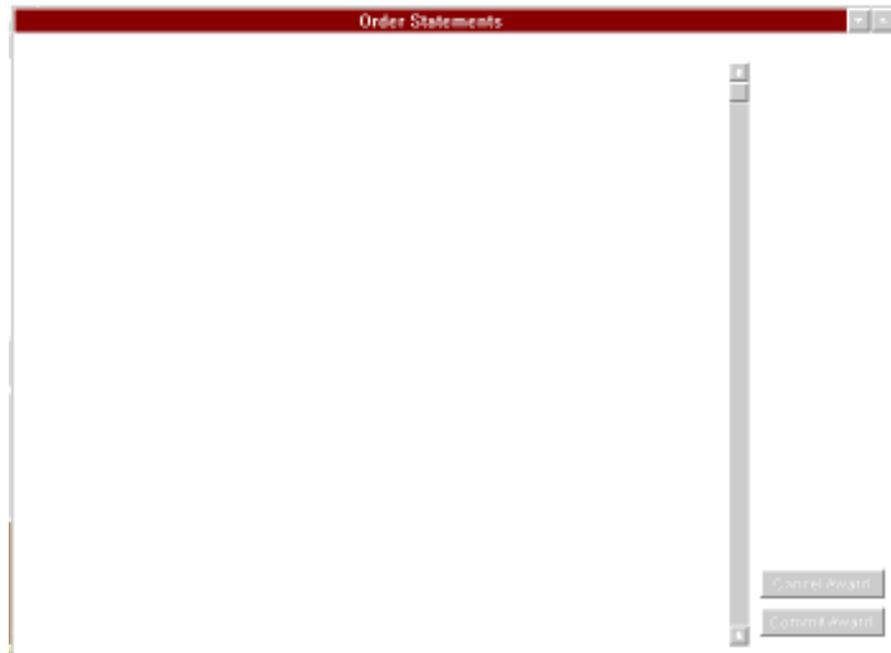


Figure 3.12.4.1 Example of Order Statements form

[Cancel Award] - cancel the award and return to the Review Quote form

[Commit Award] - commit the award (generates X12 850 award and X12 836 award summary transactions) and send information to standard system for processing.

3.12.5 Make Awards - C/O Address

When a GSA award is made, the c/o address will be displayed for review/edit at the top of the order statement.

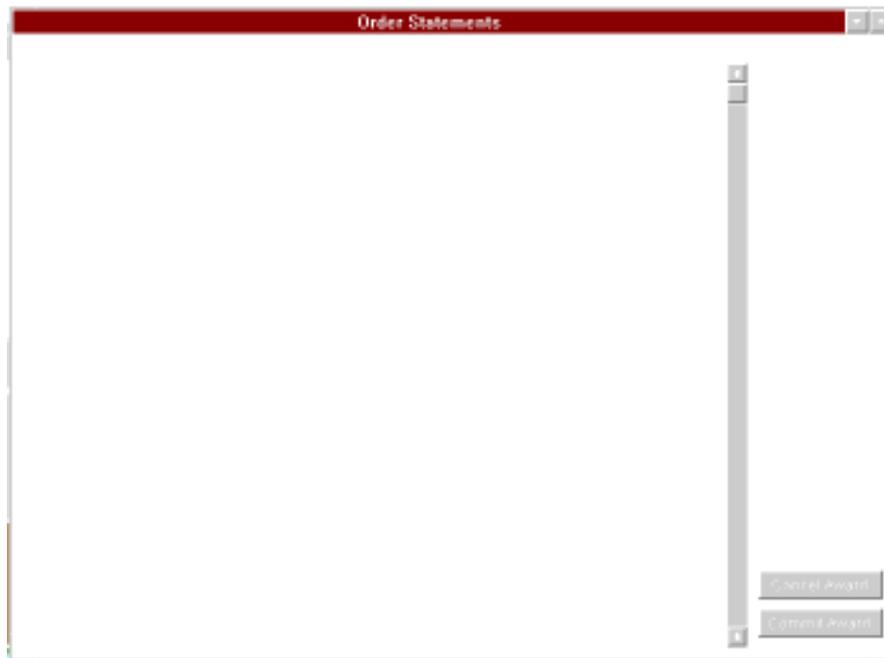


Figure 3.12.5.1 Example of Make Awards form displaying c/o address

[Cancel Award] - cancel the award and return to the Review Quote form

[Commit Award] - commit the award (generates X12 850 award and X12 836 award summary transactions) and send information to standard system for processing.

3.13 Information and Error Forms

The following forms will be displayed from various forms to gather missing information, notify the buyer of an error, or to confirm an action.

3.13.1 Award - Lowest Bidder Not Selected

This form is displayed from the Review Quotes or Review Quote form when the lowest bidder is not selected.



Figure 3.13.1.1 Example of Lowest Bidder Not Selected Info form

3.13.2 Selected Quote - Not Selected

This form is displayed from the Review Quotes form if a quote has not been selected.



Figure 3.13.2.1 Example of Quote not selected Info form

3.13.3 Review RFQ - Missing Part # or Manufacturer

This form is displayed from the Review RFQ form if it is missing a part number and/or a manufacturer.



Figure 3.13.3.1 Example of Missing Part# or Manufacturer Info form

3.13.4 Review RFQ - Save Changes

This form is displayed from the Review RFQ form if changes were made that have not been saved.



Figure 3.13.4.1 Example of Save Changes Info form

3.13.5 RFQ - Reason for Redirection

This form is displayed from the Redirect RFQ form if a reason for the redirection of the RFQ has not been selected.



Figure 3.13.5.1 Example of Reason for Redirection Info form

3.13.6 RFQ - Reason for Hold

This form is displayed from the Hold RFQ form if a reason for placing the RFQ on hold has not been selected.



Figure 3.13.6.1 Example of Reason for Hold Info form

3.13.7 Database Insert Failure

This form is displayed if the database can not be updated.



Figure 3.13.7.1 Example of Database Insert Failure Info form

SECTION 4 Electronic Commerce Procedures, Terms & Conditions

This section defines the Electronic Commerce Procedures, Terms and Conditions for the GATEC electronic acquisition process. Each vendor doing business using the GATEC system is bound by these PT & C's. Each VAN is required to make these PT & C's available to each and every GATEC vendor, and shall ensure that each vendor has read and agrees to these PT & C's before participating in the GATEC project.

The annexes to this section specify the site-specific terms and conditions.

4.1 General Procedures (GATEC Vendor Instructions) - 1 June 1994

What follows prescribes the general procedures and policies to be followed when Electronic Data Interchange (EDI) is used for transmitting requests for quote, quotations, purchase orders, or other business information in lieu of creating one or more paper documents normally associated with conducting business with the Government. See the Terms and Conditions section below for a list of the standard FAR (Federal Acquisition Regulation) clauses and provisions mandated to be included in Government contracting actions. The Terms and Conditions together with any clauses specified in the specific contract transaction, provide all the terms and conditions of any electronic contractual document issued through this system. Each time a prospective contractor accepts (including by performance) a contractual document issued through the system, the prospective contractor is agreeing to be bound by the procedures, terms, and conditions delineated in this document, in addition to those specified in the electronic contractual document itself. The procedures delineated herein may be changed. Public notice of changes will be made through all participating Value Added Networks (VANs). Therefore it is imperative that you, the prospective contractor, know what you are agreeing to and read this file prior to registering and continue to

review it. This agreement ensures that all obligations made through EDI transactions are legally binding.

Registration and Use of Password

Before submitting a quote as part of this project, a vendor must register electronically and obtain a unique password. Documents transmitted containing the vendor's password will be deemed to have been transmitted by the vendor. Given that inclusion of this password is sufficient for verification of who sent the transaction, the password should be kept confidential. It is the responsibility of the vendor to make sure the password is kept adequately protected and should the vendor believe its password is no longer secure then it should request a new one by repeating the registration process.

Vendor Duty To Update Registration Information

It is the vendor's responsibility to make sure that the information provided at the time of registration is kept current and accurate. Should a change occur, the vendor must submit a revised registration form to update the information in the registration database. The vendor will be required to annually update or reaffirm the information provided at registration.

Specified Transactions

The system will utilize American National Standards Institute (ANSI) X12 transactions following Department of Defense (DOD) conventions. Guides to these conventions used in this project are available from the Defense Technical Information Service, (703) 487-4650.

Those contained in this library are as follows:

<u>Accession Number</u>	<u>Transaction Set</u>
AD263356	810
AD263443	824
AD263404	836
AD263350	838R
AD263445	838C
AD264461	840
AD264469	843
AD264468	850
AD263354	864
AD263355	997

Transactions will be added to this list as the project progresses. Each party, Government or Contractor, may electronically transmit to, or receive from the other party only those transaction sets which have been specified as appropriate for the system at any given time. For example, during the initial phase of the system, purchase order acknowledgments are not a specified transaction set, and if an electronic purchase order acknowledgment is sent it will have no legal effect.

Electronic Mail Correspondence Including RFQ Questions

After the vendor registers with the EC system, it will be able to exchange electronic text mail in electronic mail envelopes with the participating buying sites. This is the means by which all questions pertaining to requests for quote or other inquiries, such as general questions about the system, should be sent. Electronic mail is the specified means of requesting information. Electronic mail should be addressed to a particular buying site using the electronic mail address provided by participating VANs.

Electronic text mail may be exchanged as simple text mail or as part of an ANSI X12 transaction set 864, which enables text mail to formally reference another X12 transaction set, e.g., an RFQ. See Appendix B for a list of pilot sites. The sites are listed by Activity Address Numbers (AAN). The AAN is the first six numbers or letters of the RFQ number. The ANSI X12 transaction set 864 shall be used only for general questions. If the vendor wishes to provide an alternative quote and is not quoting on the exact specified item, he must submit this information via the ANSI X12 transaction set 843. (See paragraph 5c, below).

Quote Requirements

All quotes must be in accordance with the site requirements contained in the annexes to these ECPTCs and:

- a. All prices shall be specified in United States dollars.
- b. The discount terms for all quotes will be net 30 days, unless the contractor specifies alternative discount terms.
- c. All quotes shall be valid for 30 days after Government receipt. The vendor may extend the validity period of the quote but may not shorten the time period.
- d. The Government shall send purchase/delivery orders to the electronic mail address as contained in the vendor's registration.
- e. The date and time of receipt by the government of a transaction shall be the time it is received by the Hub Gateway Computer operated for the pilot project. The date and time the quote is received at the Hub Gateway Computer, as determined by the gateway clock, is controlling.

Importance of Specified Delivery Schedule

Meeting the delivery schedule specified in the RFQ and subsequent order is vital to the Government meeting its mission. Delays in delivery could result in Government loss of time, money, and, in some circumstances, lives. Items purchased could be needed for flight, medical, or maintenance purposes. A vendor should therefore only quote on a RFQ if it will meet the delivery schedule specified in the RFQ. A vendor may, and is encouraged to, quote a shorter delivery period. The delivery schedule specified in the order prevails. For example, an RFQ is for 10 widgets with the delivery date specified as 20 days ARO (After Receipt of Order) and a contractor has a Federal Supply Schedule, FSS, for widgets that specifies a delivery schedule of 60 days. If the contractor quotes on this RFQ, and is awarded an order (which will also specify 20 days), then it must meet the 20 day delivery schedule, even if the FSS specifies 60 days.

Acknowledgment

The contracting officer has the discretion to require a contractor to acknowledge the receipt of order prior to performance. If acknowledgment of an order is required by the contracting officer,

any document which has only been properly received by the vendor shall not give rise to any obligation against the Government, unless the Government has properly received the acknowledgment. The acknowledgment must be received within the time period specified in the request for acknowledgment. The acknowledgment document for a purchase order (PO) will usually be the PO Acknowledgment, ANSI X12 transaction set 855.

Acceptance

Every time a vendor accepts an order, whether by performance or by an acceptance document, it is again agreeing to be bound by the current procedures, terms, and conditions as stated herein.

Delivery Orders

When an electronic delivery order is issued pursuant to an existing contract, then, in addition to the terms and conditions of the electronic delivery order, the terms and conditions of the contract shall apply. If there is a conflict between the terms and conditions in the delivery order and the contract it was issued against, then except for the delivery schedule (see paragraph 6 above), the terms of the contract will take precedence over the terms in the delivery order.

Use of Participating Value Added Networks (VANs)

The Government will exchange transactions via the participating VANs to the electronic address specified in the vendor's registration. While vendors must use a participating VAN, vendors may use the participating VAN of their choice. The vendor may change its VAN at any time by giving the Government ten (10) working days notice prior to such change by updating its registration information with the new address.

Equipment

The vendor shall provide and maintain at the vendor's own expense the equipment, software, services and testing necessary to effectively and reliably exchange electronic transactions under this agreement.

Whole Agreement

These terms and conditions represent the parties', the Government's and the Contractor's, complete agreement with relation to electronic data interchange transactions. The terms and conditions of the purchase orders made through the system remain the same as if awarded by the previous paper method.

Notice to Contractor: Invoice Information

(A) The invoice must contain the purchase order or delivery order number provided in the electronic order. Mail invoices to the billing address identified in each purchase order or delivery order or submit them electronically in accordance with these procedures.

(B) Invoices accompanying shipments cannot be used for payment purposes. A separate billing must be forwarded as indicated above.

(C) Paper Invoices must be submitted in quadruplicate and one must be marked "original".

Notice to Contractor: Shipping Information

(A) You must adhere strictly to the shipping instructions contained in the Electronic Commerce Procedures, Terms, and Conditions, unless amended in the electronic order when material or equipment is to be shipped. Outside containers must be marked exactly as indicated in the order and include all information.

(B) The shipping ticket/packing slip must contain the purchase request and purchase order/delivery order numbers shown in the electronic order.

(C) Failure to follow these instructions could result in loss, misrouting or rejection of material and extensive delays in payment.

All documents shall be transmitted in accordance with the American National Standards Institute (ANSI) ASC (Accredited Standards Committee) X12 standards following DoD conventions.

Government Sends, Vendor Receives:

- 836 Award summary (sent to participating VANs for access by vendors)
- 838 Trading Partner Profile (as confirmation of the 838 received from vendor as registration form)
- 840 Request for Quotation (RFQ)
- 850 Purchase Order or Delivery Order

Vendor Sends, Government Receives:

- 810 Invoice (Commercial)
- 838 Trading Partner Profile (used as Registration Form)
- 843 Response to RFQ (Quote)

Either Vendor or Government Sends or Receives:

- 824 Application advice
- 864 Text Message
- 997 Functional Acknowledgment

The list below will change as pilot sites are added. The "effective date" indicates the first date on which the site plans to begin exchanging transactions. Electronic mail addresses for each site are available from participating Value Added Networks (VANs).

F33600 ASC/PKWR, PKWT
Wright-Patterson AFB, Oh 45433-5320
Effective Date: 8 Oct 1992

F33601 ASC/PKWO
Wright-Patterson AFB, Oh 45433-5320
Effective Date: 23 Sep 1993

L00001 Lawrence Livermore National Laboratory
Livermore, CA 94551
Effective: 5 Apr 1994

Terms and Conditions for Actions Less Than \$25,000

Contracts issued electronically under this system incorporate these clauses by reference, with the same force and effect as if they were given in full text. This file will be changed and updated as the FAR and the Department of Defense Federal Acquisition Regulation Supplement (DFARS) are changed and updated. The "Clauses" contained in this Terms & Conditions File in effect at the time of transmission of the contractual document, shall be controlling. The clauses specified in the contractual document transmission will supplement these standard provisions, but in the event of conflict the clause specified in the contractual document shall take precedence.

I. Notice to Contractor: Clauses

(IAW is an abbreviation for "in accordance with")

<u>FAR Reference</u>	<u>Clause Title</u>	<u>Date</u>
52.203-1	Officials not to Benefit	APR 1984
52.203-3	Gratuities	APR 1984
52.203-5	Covenant against Contingent Fees	APR 1984
52.203-7	Anti-Kickback Procedures	OCT 1988
52.212-9	Variation in Quantity	APR 1984
52.212-10	Delivery of Excess Quantities (IAW FAR 12.403(b))	SEP 1989
52.222-3	Convict Labor	APR 1984
NOTE: 52.222-3 is applicable only to actions less than \$10,000.		
52.222-26	Equal Opportunity	APR 1984
52.222-36	Affirmative Action for Handicapped Workers	APR 1984

NOTE: 52.222-36 is applicable only to actions over \$2500.

52.225-3	Buy American Act - Supplies	JAN 1989
52.232-1	Payments	APR 1984
52.232-25	Prompt Payment	APR 1989
	(a)(6)(i) For the purposes of this clause Government acceptance shall be deemed to have occurred constructively on the 7th day after the Contractor delivered the supplies or performed the services	
	(b)(2) For the purposes of this clause, contract financing payments shall be made on the 30th day after receipt of a proper contract financing request by the designated billing office.	
52.233-1	Disputes	APR 1984
52.246-1	Contractor Inspection Requirements	APR 1984
52.246-16	Responsibility for Supplies (IAW FAR 46.316)	APR 1984
52.247-34	F.O.B. Destination (IAW FAR 47.303-6(c))	NOV 1991
Note: The following clauses apply only to actions greater than \$10,000.		
52.219-8	Utilization of Small Business Concerns and small disadvantaged business concerns	FEB 1990
52.222-20	Walsh-Healey Public Contracts Act	APR 1984
52.222-35	Affirmative action for special disabled and Vietnam era veterans	APR 1984
52.222-37	Employment reports on special disabled veterans and veterans of the Vietnam era	JAN 1988

II. Notice to Contractor: Invoices

(A) The invoice must contain the purchase order or delivery order number provided in the electronic order. Mail invoices to the billing address identified in each purchase order or delivery order.

(B) Invoices accompanying shipments cannot be used for payment purposes. A separate billing must be forwarded as indicated above.

(C) Invoices must be submitted in quadruplicate and one must be marked "original".

(D) For inquiries regarding invoices, call the following numbers for the billing office indicated in the electronic order.

DAO-DE/FSM: (513) 257-6530

DAO-DE/FSB: 257-2529

DAO-DE/FMI: 257-6492

645/SSFA: 157-6607

DAO-DE/FS-1: 255-5710 OR 255-2381

III. Notice to Contractor: Shipping Information

(A) You must adhere strictly to the shipping instructions contained in the Electronic Commerce Procedures, Terms, and Conditions, unless amended in the electronic order when material or equipment is to be shipped. Outside containers must be marked exactly as indicated in the order and include all information.

(B) The shipping ticket/packing slip must contain the purchase request and purchase order/delivery order numbers shown in the electronic order.

(C) Failure to follow these instructions could result in loss, misrouting or rejection of material and extensive delays in payment.

4.5

Annex B - Electronic Commerce Procedures, Terms and
Conditions Applicable to Lawrence Livermore National
Laboratory

I. Notice to Contractor: Invoices

(A.) The electronic invoice must contain the purchase order or
delivery order number provided with the order, whether the order
was issued electronically or not.

(B.) For inquiries regarding invoices, call the following number:

LLNL Accounts Payable: (510) 423-2245

SECTION 5 Appendices

This section contains the appendices of this Guide.

5.1 Appendix A - GATEC Problem Report

GATEC Problem Report Instructions

GATEC functional personnel should fill out the top box on this form. When received by LLNL staff, a unique number will be assigned to the problem report for tracking purposes.

Originator: This box should contain the name of the person most qualified to record the problem description. This person may be contacted by LLNL staff to clarify the actual nature of the problem.

Severity? Is the problem critical to getting productive accomplished? Does a work-around exist?

Reported to: Problems can be reported by phone to LLNL personnel. If this is the case, this space contains the name of the LLNL individual that was contacted about the problem.

Date: The date when the problem occurred or was first noticed.

Problem Description: Include as much of the details as possible to allow LLNL personnel to figure out what happened.

LLNL personnel will fill out the bottom box on this report.

Investigation Assigned to: This will be the name of the LLNL individual to whom the task of analyzing the problem is assigned.

Date Logged: This is the date when the problem report was logged into the system.

Problem Analysis: This is the analysis of the problem, which includes what piece of software or hardware did not operate as designed as well as the why of what happened.

Resolution: This is the suggested fix to the problem.

Approved for Implementation: This contains the Project Lead's approval which authorizes the implementation of the fix to begin.

Assigned to: This is the name of the programmer to whom the work was assigned.

Testing Completed: This contains the signature of the individual who certifies that the fix was tested.

Approved for Release: This contains the Project Lead's approval which authorizes the release of the fix to the customer.

New Version Number: This contains the version identifier for the new release that contains the fix.

Released to Customer: This is the date at which the new software was released to the customer.

Customer to fill in top box - FAX to (510)-424-5054 - Attn: GATEC Project Engineer

Originator: _____	Problem Severity? Severe? _____ (Check one...)	Moderate? _____
		Minor? _____
Reported to: _____	Date: _____	
Problem Description: _____		

Investigation Assigned to: _____	Date Logged: _____
Problem Analysis: _____	

Resolution: _____	

Approved for Implementation: _____	Assigned to: _____
Testing Completed: _____	Approved for Release: _____
New Version Number: _____	Released to Customer: _____

5.2 Appendix B - Allowable Units of Issue

This section lists the allowable Units of Issue that can appear on the RFQ followed by the 2 character abbreviation for that unit. For reference purposes, the third column is the ANSI X12 standards (termed the Unit of Measure) that corresponds to that Unit of Issue.

<u>Unit of Issue</u>	<u>Abbr.</u>	<u>X12 Abbr.</u>
Ampoule	AM	AM
Assembly	AY	AY
Assortment	AT	AS
Bag	BG	BG
Bale	BE	BA
Ball	BA	AA
Bar	BR	BI
Barrel	BL	BR
Block	BC	BL
Board Foot	BF	BF
Bolt	BO	BM
Book	BK	BK
Bottle	BT	BO
Box	BX	BX
Bundle	BD	BD
Cake	CK	KA
Can	CN	CN
Carboy	CB	CB
Carton	CT	CT
Cartridge	CA	CQ
Case	CS	CA
Centimeters	CM	CM
Coil	CL	CX
Cone	CE	CJ
Container	CO	CH
Cubic Centimeters	CC	CC
Cubic Ft	CF	CF
Cubic Meters	CZ	CO
Cubic Yard	CD	CY
Cylinder	CY	CL
Dozen	DZ	DZ
Drum	DR	DR
Each	EA	EA
Envelope	EN	EV
Fold	FD	ZZ
Foot	FT	FT

Gallon	GL	GA
Gram	GM	GR
Gross	GR	GS
Group	GP	10
Hank	HK	HA
Hundred Feet	HF	HF
Hundred	HD	HU
Inch	IN	IN
Jar	JR	JR
Keg	KE	KE
Kilograms	KG	KG
Kit	KT	KT
Length	LG	LN
Linear Foot	LF	LF
Liter	LI	LT
Lot	LO	LO
Meal	ME	ZZ
Meters	MR	MR
Milligrams	MG	ME
Millimeters	MM	MM
Ounce	OZ	OZ
Outfit	OT	11
Pack	PK	PH
Package	PG	PK
Pad	PD	PD
Pail	PL	PA
Pair	PR	PR
Panel	PN	ZZ
Piece	PC	PC
Pint	PT	PT
Plate	PM	PP
Pound	LB	LB
Quart	QT	QT
Ration	RA	13
Ream	RM	RM
Reel	RL	RE
Roll	RO	RL
Sack	SA	SJ
Set	SE	ST
Sheet	SH	SH
Shot	SO	14
Skein	SK	SW
Skid	SD	SV
Sleeve	SV	SL
Spool	SL	SO
Square Centimeters	SC	SC
Square Foot	SF	SF
Square Meters	SM	SM
Square Yard	SY	SY
Stick	SX	15

Strip	SP	SR
Ten	XX	ZZ
Thous. Cubic Foot	MC	TZ
Thousand	MX	TH
Thousand Rounds	RX	ZZ
Ton	TN	TN
Troy Ounce	TO	TO
Tube	TU	TB
Unit	UN	UN
Vial	VI	VI
Yard	YD	YD
Years	SU	YR

5.3 Appendix C - Standard Industry Classification (SIC) Codes

This section indicates the mapping from the Federal Stock Classification (FSC) code shown on the Request for Quote to the corresponding SIC codes sent to the VANs in the corresponding ANSI X12 840 transaction. The X12 840 is limited to a maximum of 6 SIC codes.

<u>FSC</u>	<u>SIC1</u>	<u>SIC2</u>	<u>SIC3</u>	<u>SIC4</u>	<u>SIC5</u>	<u>SIC6</u>
1005	3484	5099	5999			
1010	3489	5099				
1015	3489	5099				
1020	3489	5099				
1025	3489	5099				
1030	3489	5099				
1035	3489	5099				
1040	3489					
1045	3489					
1055	3484	3489				
1055	3999					
1070	3496					
1080	2211	2298				
1095	3484	3489	3728	3795	5099	5941
1140	3483					
1220	3484	3489	3827			
1240	3827					
1290	3483	3827				
1305	3482	3484				
1310	3483	3489				
1315	3483	3489				
1320	3483	3489				

1325	3483					
1330	3483					
1336	3483					
1338	3724	3764				
1340	3443	3483				
1345	3483					
1351	3483					
1355	3483					
1356	2892	2899	3483			
1360	3483	3489				
1361	3483					
1365	2869					
1366	3483					
1370	2892	2899	5092	5999		
1375	2892	3483				
1376	2892	5169				
1377	2899	3482	3483	3489	3728	
1390	2892	3483				
1394	2892					
1395	3482	3355	3462	3483	3489	5941
1398	3443	3483	3484	3489	3769	
1410	3761	5088				
1420	3462	3463	3769			
1425	3761	5088				
1510	3721	5088	5599			
1520	3721	5088	5599			
1540	3721	5088	5599			
1550	3499	3721	3728	5088	5599	
1560	3728	5088				
1610	3366	3728	5088			
1615	3728	5088				
1620	3728	5088				
1630	3728	5088				
1650	3728	3829	5088			
1660	3728	5088				
1670	2399	5088				
1680	2273	2399	2531	3728	5088	
1730	3537	3728				
1740	3537					
1810	3761	3769	5088			
1840	5088					
1900	3731					
1901	3731					
1902	3731					
1903	3731					
1904	3731					
1905	3731					
1906	3731					
1907	3731					
1908	3731					

1909	3731	3732				
1910	3731					
1911	3731					
1915	3731					
1920	3731					
1921	3731					
1922	3731					
1925	3731					
1930	3731					
1935	3731					
1940	3089	3731	3732	5088	5091	5551
1945	3069	3089	3731	3732		
1950	3731					
1955	3731					
1990	3731	3711	3732	5088	5091	5551
2010	5551	3599	3699	5088	5091	5961
2020	2499	2020	3731	5961		
2030	3625	5961				
2040	2499	3429	3444	3462	5088	5961
2050	2499	3089	3443	5961		
2060	5961					
2090	5551	3444	3499	5088	5399	5961
2210	3743					
2220	3743					
2230	3531	3743	5082			
2240	3743	3321	3325	3441	3462	5088
2250	2421	2491	3272	3312	3462	3643
2305	3795	3799	5012	5088	5571	5599
2310	5012	3711	3716	5511	5521	5599
2320	3651	3711	5012	5521		
2330	5271	3715	3716	3792	5012	5561
2340	5571	3751	5091	5399	5941	5961
2350	3711	3795	5088			
2510	3711	3465	3499	3713	3714	5012
5013						
2520	3714	3751	5013	5015	5961	7537
2530	5013	3714	3751	5015	7539	
2540	2396	3199	3714	5013	5015	5531
2590	5013	3714	3799	5531	5571	5961
2610	3011	5013	5014	5531	5571	5961
2620	3011	5961				
2630	3011	3751	5013	5571	5961	
2640	2296	3011	3714	5013	5014	5571
2805	3519	3714	5013	5015	5961	
2810	3519	3728	5088	5961		
2815	3519	3724	5013	5015	5084	5961
2820	3511	3743	5961			
2825	3462	3511	5961			
2830	3462	3511	3594	5961		

2835	3462	3511	5961			
2840	3462	3724	3764	5088	5961	
2845	5088	5961				
2850	5961					
2895	3594	5961				
2910	3714	3069	3519	3592	3751	5013
2915	3724	3728	3764	3829	5088	5961
2920	3694	3519	3621	3714	3751	5013
2925	3264	3511	3694	3724	5088	5961
2930	5013	3052	3519	3714	3751	5571
2935	3724	3764	5088	5961		
2940	3714	3519	3751	5013	5571	5961
2945	3724	3765	5088	5961		
2950	3511	3751	5013	5571	5961	
2990	5013	3519	3592	3714	5085	7533
2995	3724	3492	3592	3594	3764	5088
3010	3566	3568	3594	5961		
3020	3462	3496	3566	3568	5085	5961
3030	3052	3199	3496	3568	5085	5961
3040	3462	3463	3568	3599	5085	5961
3053	5085					
3110	2499	3089	3463	3562	5085	5961
3120	3568	3714	5961			
3130	3562	3568	5961			
3210	3553	5084	5961			
3220	3553	5399	5961			
3230	3425	5072	5961			
3310	3366					
3405	3541	5961				
3408	3541	3599	5084	5961		
3410	3541	3542	3599	3699	5961	
3411	3541	5961				
3412	3541	5961				
3413	3541	5961				
3414	3541	5961				
3415	3541	5961				
3416	3541	5961				
3417	3541	5961				
3418	3541	5961				
3419	3541	3549	5961			
3422	3542	3547	3549	5961		
3424	3398	3443	3559	5961		
3426	3471	3479	3541	3559	3999	5084
5961						
3431	3548	5084	5961			
3432	3548	5084	5961			
3433	3548	5084	5961			
3436	3544	5084	5961			
3438	3548	3699	5084	5961	3438	7692
3439	3548	3356	3423	3496	3439	5084

3441	3444	3542	3549	5961		
3442	3542	5961				
3443	3541	5961				
3444	3542	5961				
3445	3542	5961				
3446	3542	3599	5961			
3447	3549	5961				
3448	3542	3546	5961			
3449	3469	3541	3542	3549	3559	5084
5961						
3450	3541	3542	3544	3545	3546	5961
3455	3541	3545	5084	5961		
3456	3541	3599	5961			
3460	3545	3444	3469	3499	3599	5084
3461	3499	5961				
3465	3543	3544	3599	5084	5961	
3470	3599	5084	5085	5961		
3510	3582	3633	3999	5064	5087	5722
3515	3841					
3520	2499	3559	3634	3953	5084	5961
3530	2499	3559	5084	5087	5961	
3535	5961					
3540	3565	5084	5961			
3545	3497					
3550	5046	3651	3999	5099	5961	5962
3590	3589	3421	3699	3999	5087	5961
3605	3556	5084	5961			
3610	3555	2796	3579	5043	5044	5084
3611	3953	5961				
3615	3554	5084	5961			
3620	3559	5084	5961			
3625	3552	2395	3559	5084	5085	
3630	3559	5961				
3635	3559	3827	3851	5961		
3640	3523	3559	5961			
3645	3559	5961				
3650	3541	3559	3599	5961		
3655	3569	3586	5013	5961		
3660	3569	5961				
3670	3559	5961				
3680	3559	3399	3542	3543	3599	5961
3685	3542	3549	5961			
3690	3542	5961				
3693	3549	3569	5961			
3694	5961					
3695	3559	3531	3533	3544	3569	3599
3710	3523	5083	5961			
3720	3423	3523	5083	5961		
3730	3523	5083	5961			

3740	3523	5083	5961			
3750	3524	3423	3523	5083	5261	5399
5961						
3760	3523	5961				
3770	3523	3111	3199	3462	5191	5199
3805	3531	5082	5961			
3810	3531	5082	5961			
3815	3443	3531	5961			
3820	5082	1231	3531	3532	3533	3569
3825	3531	3711	3991	5961		
3830	3531	5082	5961			
3835	3061	3533	3561	5961		
3839	2899					
3895	3531	3462	3546	3559	5082	5084
3910	3523	3535	5084	5961		
3915	3443	3444	3537	5961		
3920	3537	3315	3532	3799	5084	5399
3930	3531	3537	5084	5961		
3940	2499	3429	3496	5084	5961	
3950	3531	3536	3537	5084	5961	
3960	3523	3534	5084	5961		
3990	2448	2653	3448	3537	3599	5961
4010	3496	3357	3446	3462	5051	5961
4020	2241	2281	2296	2298	5085	5961
4030	3429	5961				
4055	3489					
4110	3585	3556	3632	5064	5078	5722
4120	3585	5064	5075	5531	5722	5999
4130	3585	5075	5078	5399	5961	5999
4140	3564	3634	5064	5399	5961	5999
4210	3711	3432	3569	3999	5087	5399
4220	3069	3089	3732	3842	3949	5399
4230	5961					
4240	3842	5047	5399	5961		
4310	3563	3462	3463	3821	5084	5399
4320	3561	3523	3563	3593	3594	5084
4330	3443	3569	5399	5961		
4410	3433	3443	5074	5961		
4420	3443	3585	5084	5961		
4430	3443	3444	3559	3567	3569	5961
4440	3585	3443	3634	3821	5064	5075
4460	3564	3585	3634	5064	5075	5399
4470	3443	3559	3699	3823	3829	5961
4502	3593					
4510	5074	3088	3261	3432	5722	5999
4520	5064	3433	3585	3639	5074	5075
4530	3433	5074	5399	5719	5961	
4540	5064	3567	3569	3589	3639	5399
4610	3589	5074	5399	5961		
4620	3559	5961				

4630	3589	5961				
4710	2679	3084	3317	3443	3498	5074
5961						
4720	5085	3312	3443	3599	5051	5074
4730	3492	3429	3432	3494	3498	5074
4810	3491	3492	3593	5085	5399	5961
4820	3069	3444	3491	3499	5399	5961
4910	3534	3559	3589	5013	5087	5961
4912	3452	5072				
4920	3549	5961				
4921	5961					
4923	5961					
4925	5961					
4927	5961					
4930	3569	3586	5961			
4931	5961					
4933	5961					
4935	5961					
4940	3569	3523	3563	3699	3952	5084
4960	5961					
5110	3423	3421	3425	5399	5961	5999
5114	4941					
5120	5251	5311	5331	5399	5961	5999
5130	3546	3423	5072	5251	5399	5999
5133	3545	3423	3546	5072	5251	5399
5136	3545	3423	3544	5072	5251	5399
5140	3469	2441	5072	5251	5399	5999
5180	5072	3089	5251	5331	5399	5961
5210	3545	3423	5072	5251	5399	5999
5215	4222					
5220	3545	5072	5251	5399	5961	5999
5222	4953					
5280	5072	5251	5311	5331	5399	5999
5305	3451	3452	5072	5251	5961	
5306	5072	3089	3451	3452	5251	5961
5307	3444	3451	5072	5251	5961	
5310	3452	3315	3451	3496	5072	5251
5315	5051	3399	3429	3452	5072	5251
5320	3089	3452	5072	5251	5961	
5325	3965	3315	3429	3452	3496	5072
5330	3053	3069	3429	5072	5085	5251
5335	3442	2431	3315	3357	3496	5051
5340	3429	3452	3499	5072	5085	5251
5345	3291	5072	5085	5251	5961	
5350	3291	3496	5072	5085	5251	5961
5355	2499	3999	5072	5251	5961	
5360	3493	3495	5072	5251	5961	
5365	3499	3325	3366	5072	5251	5961
5410	2452	3448	2451	2541	2542	5039

5411	3272	3443	5961			
5420	3441	5961				
5430	2449	3272	3443	3444	3448	5961
5440	2499	3446	3272	3499	5051	5082
5445	3441	2499	3443	3444	3523	3731
5450	2452	3448	2541	2542	3441	3499
5510	2421	2426	2435	2436	2439	2499
5520	2431	2491	2499	5031	5211	5961
5530	2435	2421	2431	2436	2499	5031
5610	2951	2952	3272	3273	5032	5039
5620	3229	3251	3253	3271	5032	5039
5630	3089	3259	3272	3292	5032	5961
5640	2493	3275	3296	3299	5031	5211
5650	5033	3259	3292	3296	3444	5031
5660	3446	3312	3315	3496	5031	5039
5670	5039	3441	3444	3449	3499	5031
5680	3442	3441	3443	3444	5031	5051
5805	3661	3663	5065	5399	5961	5999
5810	5961					
5811	5961					
5815	3661	5399	5961			
5820	3663	5065	5388	5399	5961	5999
5821	3663	5065	5961			
5825	5961					
5826	5961					
5830	5065	3663	3669	5399	5961	5999
5831	5961					
5835	3651	3652	3679	5064	5399	5731
5084						
5836	3695	5043	5311	5331	5399	
5840	3812	5961				
5841	3812	5961				
5845	3812	5961				
5850	5961					
5855	5961					
5860	3699	5961				
5865	3728	3812	5961			
5895	3663	5065	5961			
5905	3676	3679	5065	5961		
5910	3629	3675	5063	5065	5961	
5915	3663	3679	5961			
5920	3613	3643	3644	5063	5961	
5925	3613	5063	5961			
5930	3613	3625	3643	3679	5063	5961
5935	3643	3678	3679	5063	5065	5961
5940	5063	5961				
5945	3625	3679	5063	5961		
5950	3621	3643	3661	3677	5065	5961
5955	3679	5961				

5960	3641	3671	3679	5065	5961	
5961	3629	3674	3679	5065	5961	
5962	3674	5961				
5963	3651	3663	3674	3679	3699	5961
5965	3661					
5965	3651	3679	5331	5399	5999	
5970	2241	3069	3229	3264	3469	3644
5975	5063	3643	3644	3663	3679	5961
5977	3624	5961				
5980	3679	5961				
5985	3663					
5985	3679	3699	5731	5961		
5990	3621	5961				
5995	3357	3644	3679	5961		
5998	3629	3674	3679	5065	5961	
5999	3699	3643	3651	3672	3679	5063
6010	3229	5961				
6015	3357	5961				
6020	5961					
6030	5961					
6060	3999	5961				
6070	5961					
6080	5961					
6105	3621	3625	5063	5961		
6110	5063	3612	3613	3621	3625	3822
6115	5063	3511	3621	3629	3694	3699
6116	3069	3629	5961			
6120	3612	5063	5961			
6125	3621	3629	3679	5961		
6130	3621	3629	3679	5961		
6135	3692	5063	5961			
6140	3691	5013	5063	5399	5531	5961
6145	3357	3641	3694	5063	5961	
6150	3621	3629	3699	5063	5065	5961
6210	5063	3645	3646	3648	3699	5399
6220	3647	3648	5961			
6230	3648	5063	5399	5961		
6240	3641	3645	3646	3648	3699	5023
6250	3229	3612	3643	5961		
6260	3648	3647	5099	5199	5399	5961
3229	5999					
6310	3669	5961				
6320	3669	5961				
6330	3669	5961				
6340	5961					
6350	3669	3699	5063	5331	5399	5999
6501	3841					
6505	2836	2833	2834	5122	5499	5912
6506	5961					

6507	2836	5122	5961			
6508	2834	2844	3842	5122	5961	3069
3275						
6510	3842	5122	5961			
6515	3841	3842	3845	5047	5122	5399
6520	2599	3843	3845	5047	5961	8072
6525	3844	3861	5047	5961		
6530	5047	2599	3841	3842	3844	3845
6532	2326	2389	3069	3842	5137	5961
6540	3841	3851	5048			
6545	3842	5047	5961			
6550	2835	3851	5961			
6605	3812	3829	5961			
6610	3089	3812	5961			
6615	3812	5961				
6620	3824	3829	5961			
6625	3625	3825	3826	5084	5961	
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6695	5084	3822	3823	3826	3827	3829
6710	3651	3861	5043	5399	5731	5961
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6730	5043	3861	3999	5044	5399	5961
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6830	2869	1311	1321	2813	5169	5172
6840	2842	2879	5191	5961		
6850	5169	2812	2861	2869	2899	2992
6910	3728	2741	3699	3999	5399	7812
6920	3728	5961				
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7025	3572	3575	3577	5045	5065	5734
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7510	5112	3951	3953	3955	5113	5399
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7630	2711	2721	2741	5192	5942	5994
7640	2759	2741	3999	5311	5331	5399
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8130	2499	2655	3499	5961		
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8915	5431	0161	0182	2033	5148	5961
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9120	1311					
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9140	1311	1321	2911	5172	5541	5983
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9998	5961					
9999	5961					

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